

Executive Team Application - The Miscellany Editor-in-Chief 2016-17

The Miscellany Literary and Art Journal

Miscellany is the College's student-produced literary and art journal. Students are invited to submit their original artwork, poetry, photography and prose for consideration for inclusion in the publication. A committee comprised of individuals selected by the editor-in-chief will meet during the beginning of the fall and spring semesters to select works for publication in Miscellany. The journal is published in April.

NOTE: The Student Media Organization handbook requires all leadership team members have a 2.0 cumulative GPA and are full-time students (12 hours for undergraduates, 9 hours for graduates). Questions? Please contact Matthew Sager at sagermv@cofc.edu.

The Miscellany Editor-in-Chief Application 2014-15

About the Position

The Editor-in-Chief of Miscellany is primarily responsible for the hiring, training, supervision, and evaluation of all paid and volunteer staff members, oversight for all Miscellany products and events and the production of the journal.

Compensation - set by CisternYard Media Board in April 2014 (~\$3,700) per academic year

Hours - up to 15 hours per week (night and weekend availability required)

Start Date - August 2016 (Welcome Back Week is August 18-22)

NOTE: Applicants must be full-time, enrolled students at the College of Charleston and have a minimum cumulative GPA of 2.0. Qualified applicants will be contacted during the week of March 21 to schedule an in-person interview with members of the CisternYard Media Advisory Board on Friday, March 25 between 1 PM and 4 PM.

Requirements

- Minimum of 2 years experience in journalism or creative art areas (internship experience accepted)
- Some Creative Writing or English coursework completed
- Knowledge of and experience in use of Adobe Creative Suite - InDesign and Photoshop software on Macintosh platforms.

Job Responsibilities

- Hire, train, supervise, and evaluate all Miscellany staff (paid and volunteers)
- Work with the Director of Student Life and Graduate Assistant for Student Media on printing bids and budget
- Set a timeline for recruitment, submissions and production of journal
- Actively recruit new staff members to assist with layout and submission selection
- Schedule and preside over regular meetings with the entire Miscellany staff
- Assign goals and tasks to the Leadership Team and follow-up as needed
- Oversee all events and promotions affiliated with Miscellany including, but not limited to, release and distribution of Miscellany.

Qualifications

- Previous work with The Miscellany or other creative organizations
- Professional demeanor and ability to demonstrate diplomacy and tact, as needed
- Excellent communication skills – both written and verbal
- Ability to maintain confidentiality when required
- Ability to work autonomously with limited supervision
- Ability to create a welcoming and inclusive environment and commitment to providing high level of customer service
- Ability to work and maintain focus in a chaotic, high-energy environment.

Expectations

- Attend all CisternYard Media Advisory Board and Executive Team meetings as a voting member
- Meet regularly with the Director of Student Life and Graduate Assistant for Student Media to review status of projects and budgets
- Establish and maintain schedule of office hours
- Attend the CisternYard Media transition retreat on April 9th and 10th
- Attend LeaderShape CofC in May (May 1-6);
- Attend CisternYard Media Welcome Back Week, August 18-22
- Demonstrate sense of dependability regarding work hours and completion of projects/tasks
- Willingness to learn, as well as flexibility and adaptability to ever-changing situations.

EXECUTIVE TEAM APPLICATION

Name: [Required]

CWID: [Required]

Email Address [Required]
MUST be your CofC email address
Valid input:
- name@myschool.edu

Phone Number [Required]
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Major: [Required]

Cumulative GPA: [Required]
Cumulative GPA must be at least a 2.0 and will be verified.

Expected Graduation Date: [Required]

Confirm by initialing that you will be present during the following mandatory training dates for executives, if hired: Required Dates: April 9 and 10, 2016. [Required]

Please indicate whether or not you have attended LeaderShape CofC before. If not, you will be required to attend on May 4-10th if hired. Initial below to state your awareness of this. [Required]

T-shirt size? [Required]
Valid input:
- Select only one choice.

- small
- medium
- large
- XL
- XXL
- XXXL

APPLICATION MATERIALS

Application Materials
The following items should be uploaded for your application to be processed:

1. Professional resume and cover letter
2. Two letters of recommendation: from a faculty member of previous employer addressing your strengths and degree of experience in regard to the position and organization
3. Two Creative writing or art samples (art samples can be digital copies)
4. Answers to questions

Upload Letters of Recommendation Here
Letters may be combined into one file. If your reference wishes to remain confidential, please have the letter emailed to sagermv@cofc.edu.

I am submitting: [Required]
Valid input:
- Select only one choice.

Creative Writing Samples

Art Samples

Both

Optional: Upload Creative Writing Samples Here

Optional: Upload Art Sample 1 here

Optional: Upload Art Sample 2 here

Upload Resume and Cover Letter Here [Required]

Answers to Questions [Required]

Please complete the following questions and attach the document to your application:

1. Why do you think is the most important role of someone in this leadership position?
2. How would you get more students involved and aware of the Miscellany?
3. Please elaborate on experience listed on your resume that might be relevant to your work at Miscellany.
4. How comfortable are you establishing connections with the literary and art communities on and off campus?
5. What are your plans for the creative development of Miscellany for the upcoming academic year?